

MassHR ONLINE TRAINING TRANSCRIPT

This transcript of online training narration is intended to reinforce learning. It is not designed as a formal user guide.

Self-Service Time and Attendance (SSTA) Punch Timesheets

Learning Points

Learning Points: Upon completion of this online learning module, you will be able to perform the following HR/CMS transactions:

- Report your time worked and time away from work
- Adjust your submitted time for the current week and the prior pay period, and
- Leave comments on your timesheet.

Important Information

Reporting Time

Important Information

- All employees must report their work hours or leave and submit their time daily.
- If you have questions regarding time entry procedures, please see your manager/supervisor.
- Your Self-Service Time and Attendance (SSTA) timesheet is considered your official Commonwealth attendance record.
- The deadline for time entry is 5:00 PM Thursday during payroll processing week.

If agency practice is different than what has been outlined in training, please contact your agency Human Resources or Payroll department for clarification.

Scenarios Demo

Self-Service Time and Attendance (SSTA): Reporting Time on Punch Timesheets

Scenario 1: Report Hours: No Schedule Deviation

On the timesheet page, you will need to report your time worked. As an employee, you will need to log into Self-Service Time and Attendance (or SSTA) to review and submit your time daily.

Your timesheet will be pre-populated with **In**, **Meal Out**, **Meal In** and **Out** times based on your work schedule.

Notice the text box in the **TRC** column is blank. The time you submit will default to regular time. You do not need to choose a time reporting code.

If you have no changes, click the **Submit** button to route your timesheet for approval to your supervisor or manager. You must submit your time daily.

Once submitted, the **Submit Confirmation** page informs you that the submission was successful.

On the **Submit Confirmation** page is the employee certification message. The message states “**I certify that the information entered is accurate and complete.**”

Click the **OK** button to certify you reviewed your time. As a reminder, your timesheet is the official timekeeping record of the Commonwealth.

After you click **OK**, you will return to your timesheet.

Review your total time reported for the week. Your total **Reported Hours** are listed above the timesheet or by viewing the **Reported Hours Summary** Table.

Scenario 2: Report Hours: Schedule Deviation

In this scenario, let's assume that you normally work 9:45AM to 5:45PM and you were 30 minutes late arriving on Monday and your supervisor or manager allowed you to make up time on Tuesday by staying 30 minutes later than your usual **Out** time.

To enter a schedule deviation, click the text box in the **In** column associated with Monday. Delete the pre-populated time and enter **10:15AM**.

Next, in the text box located in the **Out** column for Tuesday, delete the pre-populated time and enter **6:15PM**.

Once finished, click the **Submit** button to route your timesheet for approval to your supervisor or manager.

Once submitted, the **Submit Confirmation** page informs you the submission was successful.

On the **Submit Confirmation** page is the employee certification message. The message states “**I certify that the information entered is accurate and complete.**”

Click the **OK** button to certify you reviewed your time. As a reminder, your timesheet is the official timekeeping record of the Commonwealth.

After you click **OK**, you will return to the timesheet.

Review your total time reported for the week. Your total **Reported Hours** are listed above the **Timesheet** and on the **Reported Hours Summary** table.

At the top of the **Timesheet**, notice that even though a deviation was entered, your total **Reported Hours** and total **Scheduled Hours** still match.

On the timesheet in the **Punch Total** column, notice for Monday that only 7 hours were reported and for Tuesday 8 hours were reported.

View the **Reported Hours Summary** Table. Notice the 30 minute schedule deviation for Monday and Tuesday has been listed in the **Schedule Deviation** row.

Scenario 3: Report Hours: Reporting Leave Time for the Week

Let's assume that you have been pre-approved to take one week of vacation leave starting Monday and ending Friday.

The first thing you will need to do prior to entering your leave is to ensure you have enough vacation time to cover your time away from work.

Scroll down to the bottom of the page to view your leave balances.

You have 274.375 hours of vacation available to use. Now, you can enter your leave.

Click on the **Clear** button.

Notice that your timesheet no longer has **In**, **Meal Out**, **Meal In**, and **Out** times populated.

On the row for **Monday**, click on the magnifying glass located in the **TRC** column. The **Look Up TRC** dialogue box will appear.

Scroll down until you find the **Vacation Leave - paid TRC**, or **VAC**. Click on the **VAC** link.

You will return to your timesheet. Notice the **TRC** field has now been populated with **VAC**, and in the **Short Description** column there is information defining the TRC.

In the **Quantity** column, enter 7.5 hours.

Repeat these steps for **Tuesday**, **Wednesday**, **Thursday**, and **Friday**.

Once finished, click the **Submit** button to route your timesheet for approval to your supervisor or manager.

Once submitted, the **Submit Confirmation** page informs you that the submission was successful.

On the **Submit Confirmation** page is the employee certification message. The message states “**I certify that the information entered is accurate and complete.**”

Click the **OK** button to certify you reviewed your time. As a reminder, your timesheet is the official timekeeping record of the Commonwealth.
After you click **OK**, you will return to your timesheet.

Review your total time reported for the week. Your total **Reported Hours** are listed above the timesheet and on the **Reported Hours Summary** table.

Ensure that your **Reported Hours** and **Scheduled Hours** match. If they do not match, please double check your timesheet for accuracy.

Notice that even though vacation leave was entered, your total **Reported Hours** and total **Scheduled Hours** still match.

Review the Leave **Balances** table located beneath the timesheet to review your leave balances.

Notice that your vacation leave balance has been reduced by 37.5 hours.

Scenario 4: Report Hours Reporting Multiple Leave Time for the Same Day

In this scenario, you have received approval from your manager to arrive 30 minutes late on Monday.

You will use personal leave to cover your late arrival. After working several hours, you leave early due to illness and use 2 hours of sick leave.

The first thing you will need to do prior to entering your leave time is to ensure you have enough personal and sick leave to cover your time away from work.

Review the Leave **Balances** table located beneath the timesheet to review your leave balances.

You have personal and sick leave available to use. Now, you can enter your leave.

On the row for Monday, change the **In** time to reflect a 10:15AM arrival and an **Out** time of 3:45PM.

Scroll to the right of the timesheet. Click on the add row (+) icon. Notice that a blank row has been added.

Since we are using two TRC's in addition to regular time, we must add another row.

On one of the newly added rows for **Monday**, click on the magnifying glass located in the **TRC** column.

The **Look Up TRC** dialogue box will appear.

Scroll down until you find the **Personal Leave - Paid** TRC, or **PER**. Click on the **PER** link. You will return to your timesheet.

Notice the **TRC** field has now been populated with **PER** and in the **Short Description** column there is information defining the TRC.

Since you took 30 minutes of personal leave, enter .5 in the **Quantity** text box.

In the other blank row for **Monday**, click on the magnifying glass located in the **TRC** column.

The **TRC** dialogue box will appear.

Scroll down until you find the **Sick Time Paid Normal** TRC, or **SIC**. Click on the **SIC** link.

You will return to your timesheet. Notice the **TRC** field has now been populated with **PER** and **SIC** as well as regular time for Monday.

Since you took 2 hours of sick leave, enter **2** hours in the **Quantity** text box.

Once finished, click the **Submit** button to route your timesheet for approval to your supervisor or manager.

Once submitted, the **Submit Confirmation Page** informs you that the submission was successful.

On the **Submit Confirmation Page** is the employee certification message. The message states "**I certify that the information entered is accurate and complete.**"

Click the **OK** button to certify you reviewed your time. As a reminder, your timesheet is the official timekeeping record of the Commonwealth.

After you click **OK**, you will return to your timesheet.

Review your total time reported for the week. Your total reported hours are listed above the timesheet or by viewing the **Reported Hours Summary** table.

Notice that even though personal and sick leave was entered, your total **Reported Hours** and total **Scheduled Hours** still match.

Review the Leave **Balances** table located beneath the timesheet to review your leave balances.

Notice that your **Personal** leave balance has been reduced by 1 hour and your **Sick** leave balance by 2 hours.

Scenario 5: Report Time Prior Pay Period Adjustments (PPA)

A prior pay period adjustment means adjusting time that you have already been paid for.

You have the ability to change previously submitted time up to 15 days in the past.

If you need to adjust time beyond 15 days in the past, you will need to contact the MassHR Employee Services Center (ESC).

For departments not using the ESC, contact your agency Human Resources or Payroll department for further assistance.

To perform a prior pay period adjustment, click on the **Previous Week** link to navigate up to 15 days in the past.

Let's assume that you forgot to record your hours accurately for the previous Friday.

Last Friday 4/6, your manager approved you to leave 1 hour early and use vacation leave.

Click on the **Previous Week** link until you arrive at the week that includes Friday 4/6.

Click in the **Out** column for **Friday 4/6**. Delete the 5:45PM entry and enter 4:45PM.

Scroll to the right of the timesheet. Click on the add row (+) icon. Notice that a blank row has been added.

On one of the newly added rows for **Friday 4/6** click on the magnifying glass located in

the **TRC** column.

The **TRC** dialogue box will appear.

Scroll down until you find the **Vacation Leave - Paid TRC**, or **VAC**. Click on the **VAC** link.

You will return to your timesheet. Notice the **TRC** field has now been populated with VAC and in the **Short Description** column there is information defining the TRC.

Since you took 1 hour of vacation leave, enter 1 hour in the **Quantity** text box.

Once you have reviewed your adjusted hours, click the **Submit** button.

On the **Submit Confirmation** page is the employee certification message. The message states “**I certify that the information entered is accurate and complete.**”

Click the **OK** button to certify that you reviewed and submitted your time. This takes you back to the **Timesheet** page.

Review your total time reported for the week. Your total hours reported are listed above the timesheet or by viewing the **Reported Hours Summary** table.

Notice that even though PPA was performed, your total hours reported and total hours scheduled still match.

This concludes the SSTA portion of the lesson.

Now that your time has been reported, sign out of SSTA by clicking the **Sign out** link.

Next, we will review important information for employees in agencies serviced by the MassHR Employee Service Center.

MassHR Employee Service Center (ESC)

The MassHR Employee Service Center

The MassHR Employee Service Center is a helpdesk to assist you with the following:
SSTA Password Resets

Reporting time in the event you cannot access your computer

Reporting adjustments more than 15 days in the past

The MassHR Employee Service Center will contact you in the event you report time that is not accurate in your SSTA timesheet.

Review

Let's review what you have learned in this lesson:

- How to record your time worked and time away from work
- How to adjust your submitted time for the current week and the prior pay period
- How to leave comments on your timesheet